I. PROPOSAL SUBMISSION

The City of Colorado Springs 2014 Human Services RFP is available on the Pikes Peak United Way website, here: http://www.ppunitedway.org/ourimpact/otherfundingresources/citycdbg. Agencies that cannot download documents from webpages may obtain a copy of the instructions and proposal via email by contacting Claire Sanderson at claire@ppunitedway.org.

There are five documents:
1) 2014 City RFP Instructions
2) 2014 City and CDBG RFP
3) Program Budget info
4) Acknowledgement for Religious Organizations
5) Information Collection Exemption (related to Eligibility numbers 14 and 15)

The completed proposal and all attachments may be delivered via email to Claire Sanderson at: claire@ppunitedway.org. **Please be sure to name your files appropriately as per the following file naming convention:**

Agency Name – Program Name – 1 – Attachment Name
Example: Pikes Peak United Way – Success By 6 – 1 - Application

Formatting requirements for proposal: font is Calibri or Arial 11pt., 1 inch margins, and change the header and footer to include your agency and program information.

The following is a checklist of documents that must be sent along with your application:

- ☐ 1. Application
- ☐ 2. Current Board of Directors list
- ☐ 3. Proof of IRS federal tax-exempt status, dated within the last five years
- ☐ 4. Anti-discrimination statement adopted by your Board
- ☐ 5. Current organizational chart
- ☐ 6. Total organization budget for current fiscal year
- ☐ 7. Most recent annual audit (sometimes, due to large file size, needs to be sent in multiple files)
- ☐ 8. Most recent IRS form 990 (sometimes, due to large file size, needs to be sent in multiple files)
- ☐ 9. Income statement as of September 30, 2013
- ☐ 10. Balance sheet as of September 30, 2013
- ☐ 11. Program Budget (as per the Program Budget Info document)
- ☐ 12. Additional Handout (2 pg PDF maximum) for Fund Allocation Volunteers of photos, client and/or participant and/or volunteer stories, and more facts or perspective regarding program
- ☐ 13.Explanation of items in financial attachments, if applicable
- ☐ 14. Signed Acknowledgement for Religious Organizations, if required

Please do not include any other documentation other that the items listed above. Video will not be viewed and should not be included. PROPOSAL MUST BE RECEIVED BY 5:00 PM Friday, April 11, 2014. NO EXCEPTIONS. No proposals will be accepted **for any reason** after this deadline. Questions regarding the completion of the proposal should be directed to Claire at claire@ppunitedway.org or 955.0746.

II. ELIGIBILITY

A program must meet all of the following criteria to be eligible for the 2014 Human Services funding:

1. Sponsoring agency must be a non-profit 501(c)(3) or 509(a).
2. Funding must be for programs/services that fall into one of the two following Impact Areas*:
   a. **Emergency Care and Shelter.** This impact area includes services provided to homeless and indigent persons and victims of family violence. Services may address emergency activities including short-term shelter operations, support services and meals to the homeless.
   The City will prioritize funding to programs that expand the number of shelter beds and/or increase street outreach to the homeless population.

   b. **Youth Services.** This impact area includes services such as prevention and intervention programs for low and very low income youth-at-risk (ages birth through seventeen (17) years). Services may include activities that address alcohol, drugs, crime, teenage pregnancy, infant/toddler childcare, and parenting skills instruction.
3. Funding is for services and eligible participants residing **within the Colorado Springs City limits only**. Agencies must be able to verify client residency to be eligible for funds. Note: Homeless clients are assumed to be residents of the City.
4. City Agreements are effective July 1 to December 31. Community Development Block Grant (CDBG) agreements are effective July 1 to December 31 of the following year. Funding is determined through the grant review process.
5. Programs must meet the National Objectives and Eligibility Requirements (see National Objectives on page 5).
6. One agency must serve as a fiscal agency for collaborative program funding.
7. Human Service activities do not include: political activities or direct payments to individuals for their food, clothing, rent, utilities, or other income payments.
8. Agencies may only apply up for to up to 25% of the total **program** budget.
9. Minimum contract funding awarded is $5,000.
10. An agency can only apply for a particular program in one impact area (i.e. an agency that applies for a program under Emergency Care cannot also apply for that same program in Emergency Shelter).
11. If an agency wishes to submit an application for more than one program, they must submit a separate application for each program or activity. (Once again, they can only apply for one program per impact area.)
12. Organizations that apply for funding and intend to ask for funds for personnel costs **must have a payroll system that includes timesheets or timecards with categorized time-tracking or must be willing to create one if the organization receives funding** – including time tracking for salaried staff members – as payroll records are required for documentation when submitting a Request for Reimbursement for these funds. Agencies that are unable to meet this requirement are not eligible for funding.
13. Organizations that apply for funding must be capable of collecting important demographic statistics on individual clients. These demographics include: ethnicity, race, number in household, and household annual income. Agencies that are unable to meet this requirement are not eligible for funding.

   a. Some organizations may be exempt from some statistical collection. Agencies wanting to apply for funding that believe they are exempt must apply for and receive an approved exemption during the application process. Agencies whose exemptions are not approved either must implement processes to collect the required demographic statistics, or they will not be able to proceed with applying for funding.

14. Organizations that apply for funding must perform client income verification by collecting appropriate documentation from the client: at least 3 months of paycheck stubs, copies of TANF/Social Security/WIC, etc. Agencies that are unable to meet this requirement are not eligible for funding.

    a. Some organizations may be exempt from the income verification requirement. Agencies wanting to apply for funding that believe they are exempt must apply for and receive an approved exemption during the application process. Agencies whose exemptions are not approved either must implement processes to collect the required demographic statistics, or they will not be able to proceed with applying for funding

III. SCHEDULE

Notification via Email regarding RFP **March 3, 2014**

RFP Available on Websites (City & PPUW) **March 3, 2014**

Agency Training **1:30-3:00pm, March 11, 2014**
Pikes Peak United Way office
518 North Nevada Avenue
Colorado Springs, CO 80903

Deadline for Submission (No Exceptions) **5:00pm, April 11, 2014**
Electronic submission of Excel Proposal and supporting documents (in PDF form) to claire@ppunitedway.org and a hard copy of proposal with original signature and all required documents delivered or mailed to:

Pikes Peak United Way
518 North Nevada Avenue
Colorado Springs, CO 80903
Attn: Claire Sanderson

Question and Answer/Agency Presentations
During the application review process, agencies may be asked to give a brief presentation to the review team if there are questions regarding your program or application.

Notification of Funding **No later than May 15, 2014**

IV. COMPLIANCE WITH NATIONAL OBJECTIVES

Human service activities **must** qualify as meeting a **national objective.** Under the Housing and Community Development Act of 1987, as amended, the primary national objective is "to fund activities that principally benefit low and very low income persons." For the purposes of this application, low and very low income persons are defined as a family or individual whose income is within the applicable Income Limits of the Colorado Springs area (see page 5). Both family size and total household income must be considered.

There are two sub-categories for low and very low benefit activities. They are:

Area Benefit Activity: an area benefit activity addresses the needs of an area where at least 51% of the residents are low and very low income. An agency must maintain information on service area boundaries and service area household income data.

Limited Clientele Activity: a limited clientele activity benefits a specific group of people rather than all of the residents in a particular area, who are or who are presumed to be low and very low income.

Specific groups presumed by HUD to be low and very low income are:

* Abused children
* Homeless persons
* Battered persons
* Elderly persons
* Adults meeting the Bureau of Census' Current Population Reports definition of "Severely Disabled"
* Illiterate adults
* Persons living with HIV/AIDS, and Migrant farm workers.

An agency must maintain the following records for compliance (minimum requirements) for both an area benefit activity and a limited clientele activity:

* Total number served;
* Documentation that at least 51% of the program participants are low and very low income unless those served are presumed eligible; and
* Intake forms showing household size, annual income, ethnicity of clients and whether or not clients are from a female-headed household.

V. COMPLIANCE WITH SECTION 504

QUALIFIER FOR PERSONS WITH DISABILITIES

The City of Colorado Springs, as a recipient of Federal Funds, is required to comply with Section 504 requirements and the Americans with Disabilities Act. Section 504 of the Rehabilitation Act of 1973, as amended, guarantees specific rights in federally funded programs and activities to people who qualify as handicapped. Section 504 states: "No otherwise qualified handicapped individual in the United States.... shall solely by reason of handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...." The objective of Section 504 is the elimination of discrimination based on handicap.

AMERICANS WITH DISABILITIES ACT: This act covers several areas which include: employment, public services (human services), public accommodations, and telecommunications. The purpose of this Act is to ensure accessibility and prevent discrimination based on handicap. **NOTE: All programs funded must be accessible to persons with disabilities.**

VI. PROGRAM INCOME LIMITS

2014 INCOME LIMITS
Colorado Springs, CO HUD Metro FMR Area

Family Size	30% of Area Median Income (Extremely Low)	50% of Median Income (Very Low)	80% of Median Income (Low)
1	$ 0 - 14,700	$ 14,701 – 24,500	$ 24,501 – 39,200
2	$ 0 – 16,800	$ 16,801 – 28,000	$ 28,001 – 44,800
3	$ 0 – 18,900	$ 18,901 – 31,500	$ 31,501 – 50,400
4	$ 0 – 21,000	$ 21,001 – 35,000	$ 35,001 – 56,000
5	$ 0 – 22,700	$ 22,701 – 37,800	$ 37,801 – 60,500
6	$ 0 – 24,400	$ 24,001 – 40,600	$ 40,601 – 65,000
7	$ 0 – 26,050	$ 26,051 – 43,400	$ 43,401 - 69,450
8	$ 0 – 27,750	$ 27,751 – 46,200	$ 46,201 – 73,950

VII. EVALUATION EXPLANATION AND EXAMPLES FOR OUTPUTS, EFFICIENCIES, AND OUTCOMES

In space (boxes) provided on RFP, provide both actual numbers from the last 12 months and projected numbers for the next 12 months as well as costs, percentages, and any additional descriptions.

EFFICIENCY INDICATORS measure productivity and cost-effectiveness. They reflect the cost of providing services or achieving results. Costs can be expressed in terms of dollars or time per unit of output or outcome. Ratios are often used to express these relationships. Efficiency indicators can gauge the timeliness of services provided.

Examples of "Efficiency Description": cost for each meal, cost of life skills classes, hours spent with each by mentor with youth, timeframe for clients to complete class

Examples of "Measurement Tool of Efficiency": grocery cost receipts & records, teachers hourly rates, timesheets

Examples of "Actual results of this Efficiency over the last 12 months": $2.51 per meal, $43 per life skills class student, 3.75 hours per client, average GED is earned in six months

OUTPUT INDICATORS measure quantity, the amount of products or services provided, or number of clients served. Output indicators are volume driven and focus on the level of activity in providing a particular program. They are limited because they do not indicate whether program goals and objectives have been accomplished; nor do they reveal anything about the quality or efficiency of the service provided.

Examples of "Outputs Description": participants in mentoring relationships, meals served, clients who stayed in shelter

Examples of "Measurement Tool of Output": intake participation forms, meal count at dining hall, shelter records.

Examples of "Actual results of this Output over the last 12 months": 145 teenagers participated, 1,200 meals were served to senior citizens, 48 clients spent night in shelter.

OUTCOME INDICATORS measure results and assess program impact and effectiveness. Outcome indicators are the most important performance measures because they show whether or not expected results are being achieved. Quality indicators are included in the outcome category. Quality indicators measure excellence and reflect effectiveness in meeting the expectations of customers, other stakeholders, etc. These measures include reliability, accuracy, courtesy, competence, responsiveness, and completeness associated with the product or service provided.

Examples of "Outcome Description": temporary or permanent housing gained, improved academic performance, increased life skills for youth

Examples of "Measurement Tool of Outcome": surveys, teacher observations, progress reports

Examples of "Actual results of this Outcome over the last 12 months": 13% of clients attained temporary or permanent housing, 75 students improved their academic performance, 27% gained their GED

IMPORTANT NOTE: Output indicators are often confused with Outcome indicators. Outputs alone cannot tell the volunteers reviewing the program how successful it has been. How much work a program does (i.e. how many clients served) is different from how effectively a client is served. Remember:

- Output: Number of students enrolled in GED class.
- Outcome: Percentage of students obtaining their GED certificate.